

 <div style="text-align: center;"> <b>DIVISION OF ADULT INSTITUTIONS</b>   <b>POLICY AND PROCEDURES</b> </div>	<b>DAI Policy #:</b> 500.80.19	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 07/01/03	<b>New Effective Date:</b> 01/11/21
	<b>Supersedes:</b> BHS800:19	<b>Dated:</b> 10/01/08
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b> <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Emergency Medications and Antidotes		

## POLICY

The Division of Adult Institutions facilities standardized medications approved by the Bureau of Health Services Medical Director as recommended by the Pharmacy and Therapeutics Committee shall be available in each health services unit for administration after being ordered by a prescribing practitioner.

## REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care 2018, P-D-01 - Pharmaceutical Operations, P-D-02 - Medication Services  
DAI Policy 500.11.06 - Naloxone - Narcan Carry  
DAI Policy 500.50.07 - Records Retention/ Authorizations  
DAI Policy 500.80.16 - Medication Occurrence Reporting  
RDA 207 – Tracking of Work Processes  
Attachment A – Emergency Medications and Antidotes  
Wis. Stat. s. 302.38- Medical care of prisoners.  
Wis. Stat. s. 302.385- Correctional Institution Health Care  
Wis. Stat. s. 302.386- Medical and Dental Services for Prisoners and Forensic Patients

## DEFINITIONS, ACRONYMS AND FORMS

Central Pharmacy Services (CPS) – Department of Corrections centralized pharmacy in Waupun that delivers medication statewide to all the Department of Corrections correctional facilities.

DOC – Department of Corrections

DOC-2466 – Incident Report (WICS)

DOC-3340 – Medication Occurrence Report

DOC-3580 – Emergency Medication Accountability Log

DOC-3708 – Health Services Unit Supply/Equipment Check Log

EMS – Emergency Medical System

ER – Emergency Room

HSM – Health Services Manager

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HSU – Health Service Unit

P&T Committee – Pharmacy and Therapeutics Committee

Prescribing Practitioner – A licensed individual, such as a Physician, Psychiatrist, Nurse Practitioner (Advanced Practice Nurse Practitioner), Physician Assistant, Dentist, Optometrist, authorized to write prescriptions.

RDA – Records Disposition Authority

Wisconsin Correctional Center System (WCCS) – Includes all minimum security facilities.

## **PROCEDURES**

- I. The list of emergency medications and antidotes is developed by the Pharmacy and Therapeutics Committee. Refer to Attachment A of this policy.**
- II. Emergency Medications are to be kept in each Health Services Unit in a standardized emergency box.**
  - A. The contents of the Emergency Box shall not be partitioned or otherwise distributed into other emergency response bags, carts, etc.
  - B. The entire Emergency Box shall be brought by nursing staff responding to any emergency situation.
  - C. The containers shall be standardized and provided by CPS.
  - D. The containers shall be closed with a locked numbered seal.
  - E. A list of the contents with their expiration dates shall be placed on the outside of the emergency box.
  - F. A log shall be placed on the outside of the container to document whenever the container has been opened and to record the number of the seal whenever the container is sealed.
  - G. The HSM/Nurse Clinician 4 shall assign staff to check the medication box on a monthly basis for seal integrity and expiration dates.
    1. It is not necessary to open the box if the seal is unbroken and the number of the seal matches the last entry.
    2. Missing items
      - a. If there is a discrepancy, attempt to determine and resolve reason for discrepancy.
      - b. If the discrepancy cannot be resolved, see Section III of this policy.

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H. The emergency box shall be located in the HSU or where it can be secured per facility procedure.

### **III. Emergency Box Audits**

- A. Document routine checking of the container on DOC-3580.
- B. Document anytime the container is opened or sealed on DOC-3580.
- C. Retain DOC-3580 in the HSU as designated by the HSM for 7 years per RDA 207 and DAI 500.50.07 Records Retention-Disposition Authorizations.
- D. Missing items
  - 1. Document unresolved missing items on DOC -3340 per DAI 500.80.16 Medication Occurrence Reporting.
  - 2. Complete WICS Incident Report and route according to facility policy.

### **IV. Replenishment of Emergency Stock**

- A. The used or expired contents of the emergency box will be replaced with HSU stock whenever possible.
- B. The used or expired contents of the emergency box not available as HSU stock will be replaced by CPS.
- C. Naloxone (Narcan)
  - 1. Naloxone administered by security staff is covered by DAI Policy 500.11.06.
  - 2. Facilities with a wholesaler account shall order Naloxone for security staff directly from the wholesaler.
  - 3. WCCS facilities without a wholesaler account shall order Naloxone for security staff from JBCC.
  - 4. Naloxone stored in the emergency box that has been administered or that has expired shall be ordered directly from the wholesaler.
  - 5. WCCS/WWCS facilities without a wholesaler account shall order Naloxone for the Emergency Box from CPS.

### **V. Administration of Emergency Medications**

- A. Emergency medications are only to be administered upon the order of an ACP or a nursing protocol.
- B. Administration may be either by the physician, advanced practice nurse prescriber, physician assistant, registered nurse or licensed practical nurse dependent upon qualifications and training.
- C. Licensed practical nurses may only administer medications per nursing protocol if a registered nurse has assessed the patient and written an order per protocol.
- D. Medications administered from the emergency box shall be documented in the healthcare record.

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**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Michael A. Rivers, Director of Healthcare Administration

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Vacant, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Emergency Medications and Antidotes		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES****DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

- A.
- 1.
- a.
- B.
- C.

II.

- A.
- B.
- C.